2007

Project Application Reference Guide

Grants for Watershed & Aquifer Implementation Activities

FY '07 Funding Cycle
Deadline February 6, 2006

State of Idaho
Department of Environmental Quality
Water Quality Division
Nonpoint Source Management Program

Reference Guide Introduction

Procedure and Format

The State of Idaho Department of Environmental Quality (DEQ) Water Quality Division provides for an effective administration of Clean Water Act §319 State Nonpoint Source Grants. The Nonpoint Source Management Program is an entry point to apply for funding that will implement on-ground projects and activities related to surface water and ground water protection, related to total maximum daily loads, certified drinking water protection plans, groundwater protection plans, and equivalencies. All applications submitted through this entry point will be matched up with the funding option from a range of possibilities with the greatest potential to provide funding. The associated state office programs also provide for coordinating, defining the direction of, and leading nonpoint source pollution prevention and control efforts throughout the State of Idaho. Educational initiatives that serve a statewide constituency are spearheaded by the state office program staff in conjunction with regional office staff.

The role of DEQ is multi-fold on various levels. On one level, the DEQ role is to lay out state priorities and processes for impaired water bodies listed on the §303(d) list through collaboration with the other state designated agencies. On another level, the DEQ role is to assist sister state agencies with integrating those priorities through a liaison as part of multiple state/federal committees or workgroups. Much of this actual implementation, is however, directed through DEQ regional office participation/facilitation of public advisory groups, public outreach, and training efforts.

Taking Plans to Action

The United States Congress provides limited grant funds to those state programs with approved state "nonpoint source management plans." The State of Idaho DEQ receives an annual grant from the U.S. Environmental Protection Agency (EPA) in the form of an award that is earned from demonstrating performance that is measured in the Nonpoint Source Management Program Annual Report. In turn, the DEQ makes these grant dollars available as subgrants to various local, county, tribal, and state governments as well as nonprofit organizations, interest groups, and universities to further implement on-ground integrated watershed projects and activities.

The Project Application Reference Guide is prepared in response to the *2004 Nonpoint Source Program and Grants Guidance for States and Territories* published by the EPA. The 2004 EPA guidelines and federal regulations set forth the requirements for State 319 grant programs. Those guidelines explicitly state that 319 projects emerge from watershed-based plans. Watershed-based plans are defined as comprehensive enough to support the reporting of nonpoint source load allocations identified in nonpoint-source focused TMDLs. The ten elements of implementation contained in this guidance are based in part on and comply with the 2004 EPA guidelines supporting the implementation of watershed-based plans, ground water protection activities, and drinking water protection.

The Project Application Reference Guide provides a description and process for preparing and submitting project applications for grants to conduct watershed and aquifer implementation activities. Project applications can be focused on either mitigation or prevention activities. Project applications generally focused on mitigation activities are related to impaired water bodies. Proposals can be based on water quality limited water bodies from the State of Idaho approved §303(d) list or "Integrated Water Quality Report," approved TMDLs, public water systems drinking water protection plans, or other recognized water quality priority lists.

The other type of project application supported is prevention oriented. Prevention project applications will generally focus on promoting anti-degradation, waters of special concern (e.g., threatened and/or endangered species are present, there is a sole source aquifer, etc.), promote anti-degradation, or waters where beneficial uses are fully supported but documented nonpoint source pollution threatens future use.

Starting with the Project Checklist

The Project Application Reference Guide essentially consists of a checklist of ten elements or what should be considered formally as a "Project Checklist." Following these ten elements and hence completing the Checklist, is the first formal step in completing a grant application. The Project Checklist is the primary framework for *organizing* the application since the electronic format can be directly used and re-saved as a Microsoft Word ™ file.

Project Checklist: **Page**

Submittal information should preferably originate from existing documentation that provides a context for defining the problem(s), conceived solution(s), and process for measuring the results and benefits based on the proposed public investment.

For each element on the checklist, an intent, submittal requirement(s), and resources are stated to assist applicants.

- **Intent** identifies the main objective of the element.
- **Submittal Requirements** specify the information necessary to satisfy the element.
- **Resources** are suggested to assist in preparing documentation for the given element.

The applicant should focus on the submittal requirements under each element and use the framework of the Checklist for the organization as a Word file template for preparing a project application. The Checklist further serves as the basis for *evaluating* project applications. The ten elements of the checklist describe the minimum information DEQ needs to evaluate the project and to determine whether funding meets federal Clean Water Act requirements. Ultimately, the *1999* Idaho Nonpoint Source Management Plan provides further background, explanations, and resources for evaluating project applications. All elements of the Project Checklist should be completed so that DEQ can move to the next step in the overall evaluation process, which is ranking by the respective Basin Advisory Group.

Formal Evaluation Process

When preparing a project application for submittal, collect and organize the project application using the organization of the Checklist. All other information such as binders, extraneous reports, etc., will not be considered, reviewed, or returned.

Materials to assist in preparing a project application can also be obtained through the DEQ website. Organization of the final project application is:

- **Template 1 (page 20)**
- **The "Project Checklist,"**
- **Letters of financial, landowner, and resource commitment,**
- **Letters of support.**

Each project application should provide the information requested in the ten elements to technically qualify for basin advisory group (BAG) review ranking. These ten elements of implementation are evaluated jointly by the DEQ state office and regional office staff in direct consultation with sister land management agencies. All the information requested under each element should be provided so that the above-described evaluation and BAG ranking can be completed. Before BAG review, each project application should have been presented to the respective watershed advisory group (WAG). Exceptions to presenting to the respective WAG should be determined jointly between the DEQ regional and state office program staff.

Project Application Delivery

MOST IMPORTANT: Postmark or hand-deliver three (3) hardcopies and one (1) electronic copy on either a compact disk or floppy disk of the project application by February 6, 2006, to:

Department of Environmental Quality
Attn: Dave Pisarski
1410 North Hilton
Boise, Idaho 83706-1255

Element (1) Project Primer

Intent

Describe the purpose, goals, and fundamental background attributes of the project.

Submittal Requirements

Description of the purpose, goals, regional priority, categorical description, locational, and other relevant background for the project. The submittal requires the following components:

- Purpose: Provide a brief description of why the project is necessary and what benefits will be derived from the project.
- Regional Priority: With assistance of the DEQ regional office program contact, describe the regional priority of the watershed or waterbody where the project is contained.
- Categorical Description: Which of the following nonpoint source (NPS) categories describes the primary category of the project: agriculture, silviculture, construction and urban runoff, mining, transportation, groundwater, hydrologic-habitat modification? If the project addresses a secondary or tertiary category, fully describe it also.
- Functional: Which of the following functional attributes describes the project: watershed specific project, best management practice demonstration, or statewide program scope?
- Pollutant Types: List the known pollutant types, which are addressed by the project. It may also include pollutants that the project will not address.
- Waterbody Type: Describe the affected water body using the following: river, perennial stream, natural lake, reservoir, or aquifer.
- Hydrologic Unit Code: The code developed by the Department of Interior, United States Geologic Survey (USGS) which describes the reach of water being discussed in the project. The number can be obtained either from DEQ or by contacting the USGS.
- Beneficial Uses: Describe fully the beneficial uses that will be affected by the project.

Resources

The *1999* Idaho Nonpoint Source Management Plan provides additional background and resources. It can be accessed through the DEQ website:
http://www.deq.idaho.gov/water/data_reports/surface_water/nps/reports.cfm

The DEQ regional office program contact (see page 19).

Element (2) Priority Basis

Intent

Describe watershed priorities and goals derived from an overall watershed, water quality, or watershed management plan that has been approved or certified through a public advisory process.

Submittal Requirements

The submittal should meet the following requirements:

- Provide a statement or narrative explanation of the project.
- Provide justification for the action being proposed based on an existing comprehensive approach.
- Base the project on existing priorities and goals from an approved TMDL or certified drinking water protection plan. Use the allocations or reduction targets of the TMDL or an equivalent document derived from a public advisory group.
- Answer the following questions within the allotted space of the submittal:
  - Is the project based on watershed priorities and goals derived from a management plan?
  - Is the project part of an implementation plan that seeks to restore beneficial uses?
  - Would the project application accomplish more than one objective at a time for water quality?
- OR Describe and justify the reason for initiating an antidegradation project on a stream meeting beneficial uses and what will be the expected public benefits.
- Do not exceed one-half page.

Resources

Existing and final draft total maximum daily loads (TMDLs), approved water quality/watershed management plans, certified drinking water protection plans, regional drinking water protection plans, groundwater protection plans, or equivalent documentation.

Total maximum daily loads (TMDLs)
http://www.deq.idaho.gov/water/data_reports/surface_water/tmdls/overview.cfm

Regional drinking water protection plans
http://www.deq.idaho.gov/water/prog_issues/source_water/assessment.cfm

Element (3) Best Management Practices

Intent

Describe appropriate best management practices or component practices that are linked to key pollutant load or contaminant concentration reduction activities for the project.

Submittal Requirements

The submittal should meet the following requirements:

- Describe key pollutant load or contaminant concentration reduction activities expected from the project.
- Describe how this project clearly connects to key reduction activities.
- Describe how the best management practices or component practices of the project are recognized as practicable and suitable for attaining the water quality objectives and provide references if available?
- The submittal should be a one-page or less explanation of the requirements.

Resources

The Compendium of Best Management Practices for Controlling Polluted Runoff, among other sources of information about the appropriateness and success of the practices chosen for the project.

View the *Compendium* at:
http://www.deq.idaho.gov/water/data_reports/surface_water/nps/reports.cfm#bmps

A summary of BMPs by NPS sector or category can be viewed in Chapter 6, Table 6.1 on pages 101-102 of the 1999 Idaho Nonpoint Source Management Plan. It can be accessed through the DEQ website: http://www.deq.idaho.gov/water/data_reports/surface_water/nps/reports.cfm

Element (4) Scope of Work and Budget

Intent

Describe the comprehensive work plan that is linked to the budget.

Submittal Requirements

The submittal should meet the following requirements:

- Describe each task in the work plan using a consistent format of task description, output, milestone, and cost, using the following as the preferred format:

  Task 1: Project Management.
  Responsible Party: For this specific task.
  Output 1: Obtain contracts and agreements.
  Milestone 1: Contracts/agreements approved within the first 3 months after the project is awarded.
  Milestone Indicator: Demonstrating successful completion of this task.
  Cost: Budget line item.

- Identify two or three measurable milestones to provide checkpoints for assessing implementation effectiveness.
- Provide a one or two-page schedule using a bar graph or Gantt chart to visually portray the work plan tasks, milestones, and outputs.
- Indicate how each task or subtask will be funded, who is responsible for the completion of each task and subtask, and what indicators will be used to demonstrate the success of the task.
- Provide one-page map of the project area within context of the watershed or prominent landmark feature would be preferable. Provide the extent of the project on the map with an appropriate scale.

Resources and Notations

The Task portion of the project application consists of those specific elements that will be required to complete the goals of the project. Specifically, the tasks lay out the plan of work and a time frame for completing that work. Each task should have a minimum of one output and milestone (due date) and may include a series of specific outputs and milestones for accomplishing the task. Please be as specific as possible regarding each task.

Budgets should only include those projected fund expenditures for the upcoming grant cycle. Each budget should show the amount of federal dollars being requested and the appropriate match (40%) for those federal dollars. To determine this: (1) Take the requested federal funding total and divide it by 60%. For example, assuming a request for $100,000, the resulting figure of $166,667 is the minimum total program amount (federal and state share combined) for the grant. (2) Subtract the federal contribution from the minimum total program amount to determine the minimum required recipient match {$166,667 - $100,000 = $66,667}. Other federal monies which may be used for the

project are not eligible for the match requirement. In-kind service is acceptable but cannot be the same fund used for match, or cost share on other State or Federal grant programs.

Element (5) Accountability and Match

Intent

Describe project management and administration and provide clear distinction between them. Tie the work plan and budget to defined tasks, milestones, and outputs. Please Note: **Project management and administration should not exceed more than 10% of the project budget in both the grant amount column and the overall project budget total encompassing the grant amount request and the 40% local match.**

Submittal Requirements

The submittal should meet the following requirements:

- Explain the estimated amounts of technical and financial assistance, associated costs, and sources of existing authorities that will be relied upon and provided as local match for implementation of the project under the grant.
- Identify the responsible party for completing each task. Provide a statement of the roles of the responsible parties involved in the project in a separate table linked with the work plan.
- Provide letters of financial or resource commitment for up to 40% of the project budget under the match category.
- Complete and submit Template 2 (**page 21**)
- Complete and submit Template 3 (**page 22**)
- Complete and submit Template 4 (**page 23**)
- Provide landowner and resource commitments letters of support and commitment.
- Provide letters of financial commitment (highly encouraged).
- Provide letters of support for the project (3 to 5 expected). Letters of support for the proposed project are expected from various local, state, and federal, as well as private, organizations. In the past, these letters have been provided by agencies and officials including but not limited to, county commissioners, city mayors, soil conservation districts, DEQ regional administrators, etc. These support letters provide an important link between the project and the local community and ensure there is backing from the local community affected by the project. Additionally, the support letters provide an opportunity for acknowledgment to those entities providing financial or in-kind support to the implementation effort.

Resources

Designated agencies and their partners use a mix of regulatory, voluntary, and incentive-based programs to target a given watershed. This targeted is done in conjunction with the basin and watershed advisory group process as outlined in Idaho's Water Quality Law, which provides for the abatement and prevention of nonpoint source pollution in a complementary holistic fashion.

A brief summary of some of the ongoing funding programs currently used to abate nonpoint source pollution can be found in chapter 4 of the *1999* Idaho Nonpoint Source Management Plan **:** http://www.deq.idaho.gov/water/data_reports/surface_water/nps/reports.cfm

See also the **Directory of Watershed Resources** at http://ssrc.boisestate.edu.

Element (6) Monitoring for Results

Intent

Describe how monitoring will be used to determine the effectiveness of the project**. Up to 10% of the project budget can be used for project effectiveness monitoring.**

Submittal Requirements

The submittal should meet the following requirements:

- Identify and tie into the project a feasible monitoring plan, whether it exists or is newly created for the project.
- Monitoring must be conducted both before and after project implementation.
- Monitoring should include photo monitor stations with captions with photo-documentation of the project area both before and after the project.
- Monitoring should include applicable chemical and biological analysis to determine project implementation effectiveness focusing on quantifying, tracking, and reporting results on an annual basis during the lifetime of the project.
- Answer the following questions in the submittal:
  - How will results of the project be monitored?
  - What long term monitoring will be incorporated into the project design?
  - Who will do the long-term monitoring after the project is completed?
  - How will this monitoring be funded?
- A project effectiveness monitoring plan should cover the five requirements or principles of monitoring based on water quality science and the implementation of sound best management practices. These are:
  - Successful Solutions: The project will serve as an example of how proper management can be used for the removal of agricultural pollutants for example.
  - Good Science: The project is based on common sense and sound scientific principles such that monitoring will be conducted to ensure that it operates in an efficient manner.
  - Public Awareness: Public education and outreach of this project will raise public awareness of the project.
  - Financial Forces and Incentives: Because the project combines the efforts of many different governmental organizations and the private sector, the public stands to gain substantial benefits from this arrangement.
  - Regulatory Programs: The project will provide a mechanism that will meet TMDL objectives or other water quality objectives that lead to beneficial use attainment.
- Tie the monitoring plan to schedule in the proposed Scope of Work.
- Attach or reference a relevant monitoring plan into which the project fits within the context of a watershed or public water system.

Resources

The DEQ is the designated state agency for the collection of instream water quality monitoring data. It is incumbent on the designated agency to conduct the proper testing and field studies to document best management practice (BMP) effectiveness prior to project implementation. Therefore, the State NPS program will not provide §319 grant funds for “end of field” effectiveness monitoring for BMPs.

Project participants are still expected to submit project applications with proper ground water or surface water monitoring plans. Monitoring plans should include an “end of field” monitoring component for experimental BMPs. The monitoring and quality assurance/quality control (QA/QC) plans for projects are subject to review and approval by DEQ sixty days prior to the commencement of field operations.

The DEQ encourages project participants to use monitoring methods simple in nature, able to easily demonstrate project effectiveness, and readily accepted within the natural resource arena. Chemical and biological monitoring upstream and downstream from the project site for constituents of concern is the preferred approach. However, objectives of chemical and biological specific monitoring plans must be worked out with DEQ staff during the development of the project to ensure that the data collected will provide for the best analytical results and a true indication of project effectiveness.

Element (7) Grants Reporting and Tracking System

Intent

Describe how annual reporting will be conducted so progress being made by the project demonstrates successful implementation of water quality improvements.

Submittal Requirements

The submittal should meet the following requirements:

- Track and estimate load reductions achieved by the project for total nitrogen, total phosphorus, and total sediment.
- Report monitoring results annually to the Department of Environmental Quality.
- Incorporate a provision of the requirements for tracking and reporting into the work plan and measure this through Element 4: Scope of Work.
- Grant reporting and tracking components of the project will be required to report the status of these components within semi-annual reports. Semi-annual progress reports shall be submitted every April and October during the life of the project and contain the following:

    - Identification of the location of the stream (or other water body) reach or reaches by one of two ways: place a dot on a photocopy of the 15 minute topographic quad OR more preferably, in the form of latitude and longitude for each sub-project location expressed to 4 decimal places using NAD 27.
    - A 1-sentence description of the project.
    - A statement of whether the project consists of one or more of (a) the development of a NPS TMDL, (b) the development of a NPS TMDL implementation plan to achieve specific load-reduction goals, (c) the actual implementation of such a plan or (d) none of the above.
    - Annual estimates of load reductions achieved by the project for nitrogen, phosphorus, and sediments.

Resources

Contact Jerry West at Jerry.West@deq.idaho.gov or 208.373.0264 for more information about modeling techniques, availability, and general questions regarding this element.

Element (8) Cost Effectiveness per Unit

Intent

Establish as quantitatively as possible, an explanation of the project effectiveness. Describe the relationship between cost and benefits of the project per unit as defined by the specificity of the project variables. These variables should focus on key pollutant load or contaminant concentration reduction activities for total phosphorus (TP), total sediment or total suspended solids (TSS), or total nitrogen (TN). Inherent benefits should be derived from the cost of associated project activities and practices for removing the defined targeted variables. Note, use the highest prioritized reduction or antidegradation activities as a basis for the project.

Submittal Requirements

The submittal should meet the following requirements:

- Cite existing work or describe specifically for this project the relationship between the expected benefits and estimated cost of the project.
- Tie this relationship to key pollutant load or contaminant concentration reduction activities OR the overall public benefit for preventing the perceived impact to the water body.
- Ensure that the cost and benefit ratio or equation serves as a basis for selecting the highest prioritized reduction activities in the watershed for the project.
- Use the cost-benefit determination as a basis for selecting the highest prioritized reduction activities in the watershed for the project. This determination can be obtained from implementation plans or work completed by public advisory groups.
- Do not exceed one-half page.

Resources

Local plans that have been developed are of great use here. Such local plans include watershed implementation plans, certified drinking water protection plans, ground water management or protection plans, and groundwater management plans. Other resources of possible use are public advisory group work plan, cost benefit ratio reference, and the *Idaho Nonpoint Source Management Plan*.

Element (9) Feedback Loop Provision

Intent

Describe how the project uses a best management practice (BMP) feedback loop or adaptive management approach. A BMP feedback loop is an adaptive management model. Adaptive management is a process for thinking through implementation by first considering appropriate standards for addressing identified problems, analyzing to identify potential solutions, and subsequently, evaluating the success of implementation.

Submittal Requirements

The submittal should meet the following requirements:

- A BMP feedback loop provision or statement evaluating the proposed treatment that will be installed as part of the project should be described, evaluating the treatment against water quality criteria or effectiveness evaluation protocols for the given sector(s) being treated by the project.
- In one page or less, explain how the project fits into the larger picture of ongoing restoration work in the watershed.

Resources

Existing and final draft total maximum daily loads (TMDLs), approved water quality/watershed management plans, certified drinking water protection plans, regional drinking water protection plans, groundwater protection plans, or equivalent documentation.

Total maximum daily loads (TMDLs)
http://www.deq.idaho.gov/water/data_reports/surface_water/tmdls/overview.cfm

Regional drinking water protection plans
http://www.deq.idaho.gov/water/prog_issues/source_water/assessment.cfm

1999 Idaho Nonpoint Source Management Plan, chapter 6, page 83.
http://www.deq.idaho.gov/water/data_reports/surface_water/nps/reports.cfm

Element (10) Information and Education

Intent

Describe how the project will promote environmental stewardship with tangible public information and education activities. Describe how the public advisory group will be involved in the promotion of public information and education activities of the project.

Submittal Requirements

The submittal should meet the following requirements:

- Explain, in less than a page, how tangible public information and education activities will occur during the project.
- Include the requirements for this element in the schedule of Element 4: Scope of Work.
- Describe how the public advisory group or committee, or industry stakeholders, will support or provide assistance in any public information dissemination or education activities that result from the project.

Resources

Confer with the DEQ regional office program contact (see page 19) if unsure how to address this element.

Deadlines and Timelines

The schedule presented here outlines milestones and the timing for making project application to the Nonpoint Source Management Program. In a majority of cases, §319 of the Clean Water Act will be the primary funding source. This program is administered in the Water Quality Division. In other cases, alternative funding sources may be leveraged from a range of sources to mutually benefit all parties involved. The key to leveraging implementation dollars for on-ground activities will be to extend activities on-the-ground as far as possible while allowing the greatest opportunity for local involvement and participation toward meeting water quality objectives.

The review process for evaluating project applications takes a full year. Fixed calendar dates are shown in bold print, while approximate time frames are provided for planning purposes as an estimate for the other milestones.

- ***September 26, 2005****:* Grant Pre-application Solicitation and Announcement—the DEQ State Office, Nonpoint Source Management Program announces the pre-application solicitation. The solicitation will request a two-page scoping pre-application as the initial step toward full application in the autumn. The standard "Pre-application Form" should be used.
- ***November 7, 2005:*** The completed "Pre-application Form" is due to the DEQ State Office, Nonpoint Source Management Program. The pre-application form will be informally reviewed and feedback provided within 60 days. All formal project applications will be invited based on this informal review.
- ***February 6, 2006:*** The formal project application is due using the "2006 Project Application Reference Guide." All regional application submittals formally made are expected to have been presented to the local Watershed Advisory Group (WAG) where applicable prior to the February deadline.
- *3rd and 4th weeks of February and early March, 2005:* DEQ and appropriate designated agencies perform project technical evaluations using the form on pages.
- ***March 30, 2006:*** All projects technically qualified are transmitted to respective Basin Advisory Groups (BAGs) for review with the assistance of DEQ regional/state program contacts.
- *April and early May, 2006:* Each project application sponsor will be required to present the project to the respective BAG. The regional and state program contacts will assist the BAG in ranking the project application in order of importance regarding basin restoration efforts.

- ***June 15, 2006:*** Basin rankings are transmitted to the state DEQ Nonpoint Source Management Program manager. The results are summarized and included in a letter inviting each BAG chairperson or their designated representative to meet and integrate basin-specific projects.
- *late June, 2006:* DEQ upper management and all BAG chairperson or designated representatives meet to prioritize projects statewide into a preliminary funding list.
- *mid August, 2006:* All projects are compiled and transmitted to EPA, Region 10 Nonpoint Source Program for review and preliminary approval. This review process is expected to take 30 days. EPA provides comments (i.e. required project revisions) on draft §319 projects that have been proposed to DEQ. The comments are incorporated into final grant application(s) within 30 days as necessary.
- *mid September, 2006:* A final grant application package consisting of all project applications is submitted to the DEQ director for approval. Formal application is made to EPA, Region 10.
- *November – December, 2006:* EPA makes the State Nonpoint Source §319 grant award to Idaho.
- ***February, 2007****:* All project applicants are formally notified of an approval in the form of an award letter. In turn, all project applicants begin the contracting process with an approximate start date of mid-March.
- *Ongoing:* DEQ state program staff meets with BAGs and other designated agencies to establish opportunities for nonpoint source implementation projects within their respective basins that are needed to satisfy TMDL requirements or protect high quality ground and surface waters within their respective basins.

DEQ Contact Information

Contact	Address	Phone Number
Craig Shepard	Boise Regional Office 1445 North Orchard Boise, Idaho 83706-2239	(208) 373-0550
Ed Tulloch	Coeur d'Alene Regional Office 2110 Ironwood Parkway Coeur d'Alene, Idaho 83814	(208) 769-1422
Troy Saffle	Idaho Falls Regional Office 900 North Skyline Idaho Falls, Idaho 83402	(208) 528-2650
John Cardwell	Lewiston Regional Office 1118 F Street Lewiston, Idaho 83501	(208) 799-4370
Balthasar Buhidar	Twin Falls Regional Office 1363 Fillmore Street Twin Falls, Idaho 83301	(208) 736-2190
Lynn Van Every	Pocatello Regional Office 444 Hospital Way #300 Pocatello, Idaho 83201	(208) 236-6160
Dave Pisarski	Program Manager 1410 N. Hilton Boise, Idaho 83706 dave.pisarski@deq.idaho.gov	(208) 373-0464

Template 1
Project Application Summary Cover

Project Name: _____

Project Officer: _____

Organization Name: _____

Organization Phone: _____-_____-

Organization Fax: _____-_____-

Organization e-mail:

Organization Address: _____

_____

_____

Project Type (Choose One): _____ Local/Regional Implementation Project

_____ Statewide Project

Grant Amount Requested: $_____ + Local Match: $ _____ = Project Total: $

Person with contract signature authority: _____

Title:_____ Phone Number: _____-_____-

Signature: _____

Postmark or hand-deliver three (3) hardcopies and one (1) electronic file of the project application by February 6, 2006, to:

Department of Environmental Quality
Attn: Dave Pisarski
1410 North Hilton
Boise, Idaho 83706-1255

Template 2
Project Administration and Management Budget Information Form

Project Name:

Budget Categories	§319 Grant Funds	Local Match	Category Total
STAFFING COST (Must not to exceed 10% of the overall project budget): (# hours x rate of $ pay)			
SUBTOTAL:			
FRINGE BENEFITS: (_____%)			
SUBTOTAL:			
INDIRECT COSTS: (Rate _____)	Must Not to Exceed 10% of Staffing Cost of overall project budget		
SUBTOTAL:			

Template 3
Subcontractual Components & Incidental Expenses Budget Information Form

Project Name:

Budget Categories	§319 Grant Funds	Local Match	Category Total
SUBCONTRACTUAL (must be tied directly to work outputs):			
SUBTOTAL:			
TRAVEL: Please indicate miles and mileage rate, lodging/meals, etc.			
SUBTOTAL:			
SUPPLIES, OPERATING, & EQUIPMENT:			
SUBTOTAL:			
GRAND TOTAL (add subtotals)			

Grand Total Funds Requested + Grant Total Match = Project Total

Template 4
Project Cost Summary and Match Budget Information Form

Project Name:

Budget Categories	§319 Grant Funds	Local Match	Category Total
STAFFING COST:			
FRINGE BENEFITS: (____%)			
SUPPLIES, OPERATING & EQUIPMENT			
CONTRACTUAL			
TRAVEL			
INDIRECT COSTS: (Rate ___%)			
GRAND TOTAL (add subtotals)			

Source of Match	Dollar Amount Committed	Type of Match (Soft In-Kind or Hard $)

SIGNED _____

TITLE _____